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SECURITY INFORMATION

12 November 1953

TO : Director of Security
FROM : Chief, Special Security Division
SUBJECT: Activities Report for October 1953

GENERAL:

1. During the month of October, three SSD Agents were enrolled in training class preparatory to going out to other components of the Agency as Security Officers.

2. A comprehensive and informative clerical conference was held at Headquarters on 29 October 1953. Topics of general interest to the Division were discussed by representatives of Headquarters.

3. A program has been proposed for the protection of the Director of Central Intelligence and his Deputies in the event of an emergency. Specialized training will be provided to highly selected agents for such assignment. This training will be patterned after that furnished to agents assigned to protect the President of the United States.

4. Comments from a security and cover standpoint, regarding Headquarters Regulation [redacted]

INVESTIGATIVE:

1. The attached chart, Tab A, covers the period from 1 January 1953 through 31 October 1953. It shows the total pending case load, the total requests received, and the total finals.

a. The total pending cases dropped 7.2% from the 30 September total. The pending case load as of 30 September 1953 was 2861 as against 2657 on 31 October 1953.

b. The requests received in the Division during the month of October increased 2.2% over the total received in September.

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c. The total finals increased by 5.9% over September 1953.

d. The attached chart, Tab B, indicates the 90-day old cases increased from 92 at the end of September to 148 at the end of October 1953. This is an increase of 37.8% over the previous month. It is felt this increase for the most part is a result of re-organization of the [redacted] which caused additional responsibilities to be placed on the Desks. However, it is felt this situation has been corrected and the trend of 90-day old cases in succeeding months will be downward.

2. The attached chart, Tab C, shows the total pending covert cases decreased by 17.8% while the overt pending cases decreased by 2.7%

3. It is noteworthy that during the last six-month period the investigative assignments of the Special Referral Branch of this Division have increased 35% in receipts and 56% in completions. There has been no recent significant changes noted in the receipts and completions of outside agency name checks or of CE checks.

SUPPORT:

1. In order to acquaint the operating units contemplating the use of [redacted] with the security aspects surrounding such sites, arrangements have now been made to forward results of investigations to these operating units. It is felt that such reports of investigation will provide the operating units with sufficient information in order to utilize these sites with a maximum degree of security.

3. The Chief, Cover Branch/SSD, has been designated security adviser to the Agency insurance task force which is conducting studies of insurance programs within CIA.

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PERSONNEL:

Consistent with the established policy of examining the procedures [redacted] in the field of indexing, a program is currently underway designed to re-check the indexing of all pertinent material. This program, periodically implemented, is based upon the necessity of obtaining maximum utilization of SSD investigative results. In terms of personnel requirements, it indicates that in the immediate future the accent in SSD for future personnel will be placed in the clerical area.

TRAINING:

1. During the month, two SSD agents were enrolled in the Basic Intelligence Course.
2. One employee from SSD completed the Clerical Refresher Course during the month.
3. Two employees from SSD completed the Reading Improvement Course.

INSIDE SSD:

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7. It is also noteworthy that in many instances SO/SSD has embarked upon specific areas of support as an accommodation to meeting urgent needs and requirements. It has then continued on a permanent basis to provide service in the specific areas involved without recourse to budget technicalities or other administrative details. These accommodations have been gradually assumed by SO/SSD consistent with the fundamental philosophy of the Security Office of service to the Agency and its components.

8. The impressive amount of support functioned by SO/SSD and the special involved areas concerned in this work have required that SO/SSD gear itself from the standpoint of training, equipment, study and research to perform these most important functions. Specialized investigative techniques have been developed and emphasis has been placed on the absolute necessity of developing confidential contacts and sources of assistance. The excellent record of SO/SSD in this field stands as mute and striking evidence of the versatility of this office. It has also resulted in the development of a type of investigator, specialist and coordinated unit not to be found elsewhere in Government.

9. The increase in the percentage of support work performed by the Security Office has been increasing steadily each year, as reflected in the attached chart, Tab D. It can be fairly commented that the increase in amount has also been accompanied by an increase in the complex and challenging nature of this activity. Administration has therefore, by necessity, been tuned to the future in terms of meeting any and all requests. The past record of SO/SSD in this field has been such that as a matter of administration no limits or restrictions have been placed upon what SO/SSD can do in support of Agency operations. Rather, it is the established policy of SO/SSD that operating components with any difficulty whatsoever are urged to present the difficulty to the Security Office, irrespective of their confidence or feelings as to whether the problem can be successfully solved. The Security Office recognizes no problem as insurmountable, and with this guiding policy the Special Security Division looks forward to ever increasing service to CIA in this field from which intense satisfaction and pride of accomplishment can be found.

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Attachments:

4 Charts

(Tabs A, B, C and D)

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